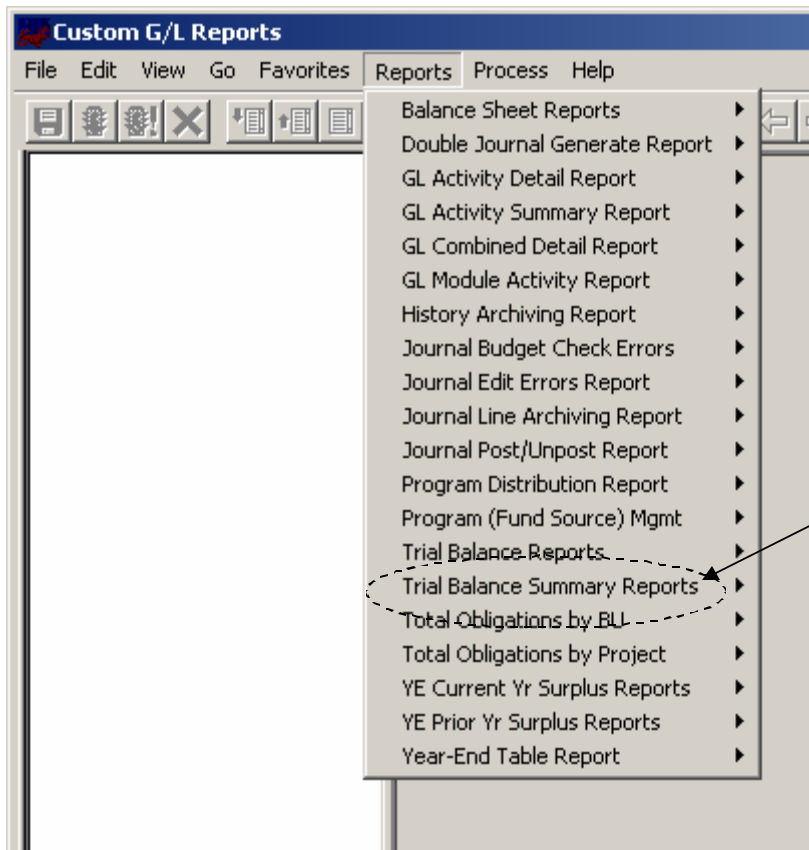Effective Monday, July 15, Phoenix General Ledger will have a new panel to run Trial Balance Summary reports. Trial Balance Summary reports were broken out from Trial Balance reports to help improve run time with the larger business units who run Trial Balance Summary reports regularly.

These summary reports include:

Program Summary
Fund Summary
Fund Summary/Program

The new Trial Balance Summary reports panel will be located directly under the Trial Balance reports selection on the PeopleSoft GL Custom Reports menu.

The new Budget Basis and Regular Trial Balance Summary reports are run the same way with the same options. They are identical to the original Trial Balance Summary reports that you now receive except for a minor report title change and a report "PS Id:" change which will say GLS4041X and GLS4043X - instead of GLS4040X and GLS4042X respectively.

The Trial Balance Summary View Direct report Ids will be exactly the same name as their original report ids.

As a safety precaution because of Year-End, we will not be removing the Trial Balance Summary report radio buttons from the original Trial Balance Reports panel right away, so you can run Trial Balance Summary reports from either menu for a limited time. However, it is recommended that you run Trial Balance Summary reports from the new panel because the reports will run faster.

Important Note:

As with all reporting, it is important for business units to avoid running too many reports simultaneously because of the impact it has on the system and other users. When many reports are run at once – especially with larger business units – it can actually take you longer to receive your reports because of the resource affect it has on the database. Please also schedule larger reports to run in the evening hours or on the weekends when possible. This also helps everyone during Year-End.

Trial Balance Summary reports should now run faster for everyone. We hope this helps everyone during this busy time.

If you have any questions, please contact the GL Help Desk at (404) 657-3956.